

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)**

**PERFORMANCE ASSESSMENT / SITE VISIT REPORT**

**PROGRAM:** Human Options, Inc.

**1. Grant Award Number(s)** DV09 24 1192

**Date of Site Visit:** May 3-4,  
2010

**2. Grant Award Period::** July 1, 2009 - June 30, 2010

**3.. Recipient/Implementing Agency:** Human Options Emergency Shelter (Safehouse)

**4. Project Director::** Gina Villarraga, Grants Coordinator

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**PERSONS INTERVIEWED DURING SITE VISIT:**

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>AGENCY</u></b>
<u>Gina Villarraga</u>	<u>Associate Director</u>	<u></u>
<u>Agnes Yurada</u>	<u>Grants Coordinator</u>	<u></u>
<u>Maria Elena Jimenez</u>	<u>Case Manager Coordinator</u>	<u></u>
<u>Cerina Machida</u>	<u>Shelter Admin Assistant</u>	<u></u>
<u>Layla Abdul</u>	<u>Hotline Coordinator</u>	<u></u>
<u>Diane Sagen</u>	<u>Clininical Coord</u>	<u></u>
<u>Belinda Villalpendo</u>	<u>Children's Program Coord</u>	<u></u>

**Program Specialist:** Cassandra Burgess-Alk

Date

**Section Chief:**

Date

**Recipient/Project Representative:**

Date

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### A. ADMINISTRATIVE REVIEW

YES      NO      N/A

#### 1. OPERATIONAL DOCUMENTS

Review hard copy/verify the ability to access on line:

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| • The Cal EMA Recipient Handbook (R.H.)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Approved Grant Award Agreement   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The RFA/RFP (supersedes the requirement of the R.H.)   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Program Guidelines (supersedes the requirement of the R.H.)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at <a href="http://www.whitehouse.gov/omb/circulars">www.whitehouse.gov/omb/circulars</a> . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*Comments:*

#### 2. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO ) & AMERICAN INDIAN ORGANIZATIONS ONLY

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| • Obtain copy of required CBO bonding? [R.H. Section 2161]<br><i>Does <u>not</u> apply to state, city, or county units of government.</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the bond show:   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bonding company name  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond number   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Description of coverage   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Amount of coverage (50% of allocation)  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond period   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Grant award number  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Is Cal EMA named on the bond as the beneficiary?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*Comments:*

#### 3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- |   |                          |                                     |                          |
|---|--------------------------|-------------------------------------|--------------------------|
| • Does the project have their CEQA documentation on file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|-------------------------------------|--------------------------|

*Comments: Corrective Action Needed: Program had no CEQA documentation on file at time of site visit.*

#### 4. PROOF OF AUTHORITY (R.H. Section 1350)

- |  |                          |                                     |                          |
|--|--------------------------|-------------------------------------|--------------------------|
| • Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? *Ask for copy | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|-------------------------------------|--------------------------|

*Comments: Corrective Action Needed – No written authorization/resolution on file at time of site visit.*

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### A. ADMINISTRATIVE REVIEW

YES      NO      N/A

#### 5. ORGANIZATIONAL CHART

*Review the organizational chart.*

- Are all budgeted positions identified?

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☐

*Comments:*

#### 6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500]  
*(Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.)*

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

☒
☐
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*Comments:*

#### 7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130]
- Does policies include:
  - Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions
  - A current Drug Free Workplace policy statement on file signed by the employee? [R.H. Section 2152]
  - Work hours
  - Compensation rates
  - Overtime
- Did the Board approve the agency's current personnel policy?

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*Comments: paid but not volunteer files, approval question on retention rules for volunteer files, no approval in place for volunteer hours currently, just implemented volunteer hours*

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### A. ADMINISTRATIVE REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>8. <u>FUNCTIONAL TIMESHEETS</u></b>			
• Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Comments: Corrective Action – Timesheets not signed by staff & approved by supervisor at time of site visit.*

### 9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| • Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|
- Name of individual who approves purchases:  

Gina Villarraga
  - Name of individual who writes checks:  

Robyn Risch
  - Name of individual(s) who signs checks:  

Maricela, Vivivienne, Shirely, Stacy, Gina, Alicia

*Comments: Primary Maricela and Vivienne; others sign in absence others sign; require two signatures and several different sites with different directors*

### 10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the project maintain an accurate inventory log of equipment purchased with grant funds?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*Comments: Quickbooks is working great! keeps a depreciation log - Business Service office, request log*

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### A. ADMINISTRATIVE REVIEW

YES      NO      N/A

#### PROJECT EXPENDITURES

- |  |                                     |                                     |                          |
|--|-------------------------------------|-------------------------------------|--------------------------|
| • Is the project's expenditure rate commensurate with the elapsed period of the grant?                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| • Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |
| • Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)?             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • Is the project up-to-date with the submission of Cal EMA Form 2-201?                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> |

*Comments: 201 completing April 201 now, pending modification now in equipment*

#### 11. MATCH REQUIREMENTS

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project have a match requirement?                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the project meeting the match requirement?                              | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Review the supporting documentation to substantiate cash or in-kind match. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*Comments: private foundation grant - cash match*

#### 12. EEO POLICY

- |  |                                     |
|--|-------------------------------------|
| • Go over EEO checklist. (Separate document) | <input checked="" type="checkbox"/> |
|--|-------------------------------------|

*Comments: review tomorrow at Business office, check if "funded by CalEMA is required"*

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### B. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>1. <u>PROGRAM GOALS AND OBJECTIVES</u></b>			
• Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: Looks great!</i>			
<b>2. <u>PROGRESS REPORT</u></b>			
• Discuss and review the programmatic Progress Report requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: excellent!</i>			
<b>3. <u>SOURCE DOCUMENTATION-Programmatic</u></b>			
• Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Review the project's file system and data collection process.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: using Access for data collection and reporting</i>			
<b>4. <u>OPERATIONAL AGREEMENTS</u></b>			
• Does the project have current Operational Agreements as required by the Grant Award Agreement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<b>5. <u>PROJECT STAFF DUTIES</u></b>			
• Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>▪ <u>DIRECT SERVICES</u></b>			
<b>1. Maintain 24-hour crisis hotline</b>			
• Crisis line staffed 24 hours a day, 7 days a week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on progress report (PR).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<b>2. Counseling to adult DV victims</b>			
• Free individual and group counseling provided to adult DV victims.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If counseling referred, OA on file with service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<b>3. Business Center</b>			
• Business center open during routine business hours.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Staff coverage provided during lunchtime and staff meetings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<b>4. Emergency Shelter</b>			
• Physical shelter exists	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency shelter provided to DV victims and their children 24 hours per day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Victims and children with disabilities accommodated.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Children's services provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Accommodations for schooling made while children are in shelter.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Written protocol for reporting suspected child abuse in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	YES	NO	N/A
5. Emergency food and/or clothing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Emergency food and/or clothing provided to DV victims and their children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If emergency food and/or clothing is referred, OA on file with service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
6. 24 hour emergency response to Law Enforcement (LE)			
• Written protocol in place to address LE referrals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Current OA on file with local LE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: written protocol LE detail to update</i>			
7. 24 hour response to hospital emergency rooms			
• Written protocol in place to address emergency room referrals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Current OA on file with local emergency rooms.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: written protocol detail for ER update</i>			
8. 24 hour transportation to shelter or other safe location			
• Emergency transportation provided 24/1 to shelter to other safe location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
9. Counseling to children of DV victims			
• Free, age-appropriate counseling provided to children of DV victims.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If counseling is referred, OA on file with service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<ul style="list-style-type: none"> <li>Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<b>10. Court and Social Service Advocacy for DV victims</b>			
<ul style="list-style-type: none"> <li>Victim advocacy to social services agencies provided.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Court accompaniment provided.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Documentation procedures ensure accurate statistical data on PR.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Meeting objective as proposed in Grant Award Agreement/ Cal EMA 2-101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments:</i>			
<b>11. Legal Assistance</b>			
<ul style="list-style-type: none"> <li>Legal assistance with TRO's and other protective and/or custody orders.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If legal assistance is referred, OA on file with service providers.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Documentation procedures ensure accurate statistical data on PR.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Meeting objective as proposed in Grant Award Agreement/Cal EMA 2-101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments: Orange County DA office, CSP also provides</i>			
<b>12. Local community services</b>			
<ul style="list-style-type: none"> <li>Involvement in local DV Council or other collaborative partnerships.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Referrals made to other agencies in the DV services network.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Documentation procedures ensure accurate statistical data on PR.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Meeting objective as proposed in Grant Award Agreement/Cal EMA 2-101.</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Comments:*

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>13. Household establishment</b>			
• DV victims receive assistance establishing a new residence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• If household establishment assistance is referred, OA on file with service providers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Documentation procedures ensure accurate statistical data on PR.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting objective as proposed in Grant Award Agreement/Cal EMA 2-101.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

#### ▪ **40-HOUR TRAINING**

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| 1. Can the project ensure advocates working with victims meet the requirements of a “domestic violence counselor” pursuant to Evidence Code §1037.1(a)(1)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

**Comments:**

- |   |                          |                                     |                          |
|---|--------------------------|-------------------------------------|--------------------------|
| 2. Does the project have a current Training Summary/Training Syllabus which meets the requirements of Training Curriculum Resource and Development Guide? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|-------------------------------------|--------------------------|

**Comments:** *Administrative Recommendation only. No current policy on file regarding this issue. Will be required on DV10/11 grant.*

#### ▪ **ADDITIONAL REQUIREMENTS**

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Do the written policies pertaining to the provision of all services are inclusive of all domestic violence victims and their children per the RFA. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

**Comments:**

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 2. Does the project provide alternative shelter and other services through motel vouchers and referrals, to the best of their abilities, to all victims of domestic violence served through this program per the RFA? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

**Comments:**

- |  |                                     |                          |                          |
|--|-------------------------------------|--------------------------|--------------------------|
| 3. Does the project have a children’s program in their shelter facility per the RFA? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

**Comments:**

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

### C. SUPPLEMENTAL PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
4. Does the project make arrangements for school aged children to continue their education during their stay at the shelter per the RFA? <i>Comments:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Does the project have a documented for the handling and storage of confidential client information per the RFA? <i>Comments:</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## PERFORMANCE ASSESSMENT/SITE VISIT REPORT

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**D. ADDITIONAL COMMENTS:**

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**NOTES:**

<b>For Federally Funded CBOs and All State Funded Recipients (Monitoring/Site Visits)</b>
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<b>RECIPIENT(s):</b>	<u>Human Options, Inc.</u>
<b>IMPLEMENTING AGENCY:</b>	<u>Human Options, Inc.</u>
<b>GRANT AWARD #(s):</b>	<u>DV09 24 1192</u>
<b>FEDERAL \$:</b>	<u>\$ 428, 596</u>
<b>STATE \$:</b>	<u>\$0</u>
<b>CONTACT PERSON AT SITE:</b>	<u>Gina Villarraga</u>
<b>TELEPHONE #:</b>	<u>949-954-0180 x310</u>
<b>E-MAIL ADDRESS:</b>	<u><a href="mailto:gvillarraga@humanoptions.org">gvillarraga@humanoptions.org</a></u>

State funded recipients, Community Based Organizations (CBOs), Indian Tribes and Educational/Medical Institutions are exempt from the U.S. Department of Justice requirement of developing an EEOP. CBOs however are monitored by the U.S. Department of Health and Human Services in EEO compliance matters.

All California Emergency Management Agency (Cal EMA) recipients, regardless of the type of entity or the amount awarded, are subject to the prohibitions against discrimination in any program or activity and may be required by Cal EMA or the U.S. Department of Justice, through selected compliance reviews, to submit data to ensure their services are delivered in an equitable manner to all segments of the service population and their employment practices comply with civil rights requirements.

The following is to assure that Cal EMA recipients receiving State and Federal financial assistance are in compliance with civil rights requirements. Please verify that the following EEO documents are available at the site/monitoring visit. If they are not available, please note on this checklist and forward to the EEO Office.

<input checked="" type="checkbox"/>	<p><b>1. EEO POLICY</b> - A current Equal Employment Opportunity Policy Statement. The statement should specifically state that the agency is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, ancestry, national origin, age, sex (including pregnancy, childbirth or related medical conditions), marital status, sexual orientation (heterosexuality, homosexuality and bisexuality), medical condition (cancer and genetic characteristics), or disability (medical and physical, including HIV and AIDS), and denial of family medical care leave and pregnancy leave. Additionally, this policy must also apply to deliveries of services to clients and volunteers. This policy must be posted in a prominent place accessible to employees, applicants and clients.</p> <p>YES      <input checked="" type="checkbox"/>      (Request a copy of the policy and indicate if has been issued to staff.)  NO        <input type="checkbox"/>        (Provide attachment 1B)</p>
<input checked="" type="checkbox"/>	<p><b>2. SEXUAL HARASSMENT POLICY</b> - A current policy specifically stating all employees have a right to work in an environment free from all forms of discrimination, including sexual harassment, retaliation and hostile work environment.</p> <p>YES      <input checked="" type="checkbox"/>      (Request a copy of the policy.)  NO        <input type="checkbox"/>        (Provide attachment 2B)</p>
<input checked="" type="checkbox"/>	<p><b>3. DISCRIMINATION COMPLAINT PROCEDURE</b> - Has the recipient adopted a discrimination complaint procedure for filing complaints, both for their employees, volunteers and clients?</p> <p>YES      <input checked="" type="checkbox"/>      (Request a copy of the procedure.)  NO        <input type="checkbox"/>        (Provide attachment 3B)</p>
<input checked="" type="checkbox"/>	<p><b>4. NONDISCRIMINATION POSTER</b> - The CA Department of Fair Employment and Housing (DFEH) poster entitled "Harassment or Discrimination in Employment is Prohibited by Law" must be posted in a conspicuous location accessible to employees and applicants for employment.</p> <p>YES      <input checked="" type="checkbox"/>  NO        <input type="checkbox"/>        (Provide attachment 4A)</p>
<input checked="" type="checkbox"/>	<p><b>5. PUBLICATIONS</b> – Does the recruitment materials or publications include a policy statement of nondiscrimination for participants, beneficiaries, applicants, or employees?</p> <p>YES      <input type="checkbox"/>      (Request copy of document)  NO        <input checked="" type="checkbox"/></p>
<input checked="" type="checkbox"/>	<p><b>6. COORDINATOR</b> - Has the recipient identified a person responsible for coordinating</p>

complaints?

NAME: **Maricela Rios-Faust**

TITLE: **Chief Operations Officer**

PHONE: **949-737-5242 x320**

E-MAIL: **mrios@humanoptions.org**

- ☒ **7. FINDINGS OF DISCRIMINATION** – Has the agency had any findings of discrimination issued in the last five years by the Agency, Federal/State Court, or Federal/State administrative agency (i.e. Equal Employment Opportunity Commission (EEOC), California Department of Fair Employment and Housing (DFEH), etc.).

YES ☐

NO ☒

- ☒ **8. ALLEGATIONS OF DISCRIMINATION** – Has the agency been made aware of any current allegations of discrimination within the (last 2 years) originating from an employee, volunteer or client?

YES ☐

NO ☒

- ☒ **9. DISSEMINATION of the Equal Employee Opportunity Plan and the Equal Employment Opportunity Policy** - A plan to disseminate the EEO Plan and the EEO Policy to all employees, volunteers, clients and to the general public.

YES ☐ (Request a copy)

NO ☒ (provide attachment 10A)

- ☒ **10. LIMITED ENGLISH PROFICIENCY (LEP)\*** – Has the recipient taken reasonable steps to ensure meaningful access to their programs, services, and information on the services the recipient provides, free of charge? Additionally, has the recipient established and implemented policies and procedures for language assistance services that provide LEP persons with meaningful access, i.e. oral interpretation services, bilingual staff, telephone interpreter lines, written language services, community volunteers, etc.

YES ☒ (Request a copy)

NO ☐ (provide attachment 11A)

\*Persons who do not speak English as their primary language and who have limited ability to read, speak, write, or understand English can be limited English proficient (LEP).

I hereby certify this EEOP Checklist is accurate and complete to the best of my knowledge.

PROGRAM SPECIALIST NAME: Joimeiko Coulbourn for Cassandra Burgess-Alex

PROGRAM SPECIALIST TELEPHONE: 916.327.8707 (Cassandra Burgess-Alex)

DATE: 8/6/2010

**COMMENTS:**

brochures need EEO discrimination policy

Upon completion, please send a copy of this checklist to Lisa Abila, EEO Compliance Officer, Cal EMA Headquarters.

(1/2/09)